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OVERSIZE/OVERWEIGHT HAULING PERMIT SYSTEM ONLINE USER GUIDE



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HOW TO CONTACT THE HAULING PERMIT SECTION

United States Postal Service (USPS) Mailing Address:

**STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
HAULING PERMITS
169 BRICK STORE LANDING RD
SMYRNA, DE 19977**

NOTE: This address is used for overnight delivery services such as FEDEX, UPS, etc.

Telephone: 302-744-2700

Email: haulpermit@state.de.us

This User Guide provides instructions for both the

Private Company Users (Company Admin and Company Operators)

- and -

Permit Service Users (Service Admin and Service Operators)

Functions unique to **Permit Service** Users are noted in applicable sections.

1.0 Overview of the Delaware Department of Transportation (DelDOT) Oversize Overweight (OSOW) Permit System (OOPS).

- 1.1 The DelDOT OSOW Permit System is a web based application designed to allow customers to electronically create, purchase and print hauling permits. The system was designed to be 'User' friendly by requiring minimal input to process hauling permits.
- 1.2 Upon creation of an online account the customer will be provided with a **Customer Code** and a **Fund Account** number. To create an online account See Section **2.0 How to create an online OSOW Permit System account.**
 - 1.2.1 A **Customer Code** can be identified as a 5 digit Alpha, Numeric or Alpha Numeric Code such as 00031, OOXUZ, or 0002K. The Customer Code identifies the Customer Name and associated company information such as address, telephone / fax numbers, USDOT/FEIN, Contact Name, etc
 - 1.2.2 A **Fund Account** number can be identified as a 2 - 6 digit Numeric number such as 10, 123, 1025, 12262. The account number is used to process financial transactions associated with the account such as fund deposits and permit purchases.
 - 1.2.3 A 'User' security feature is incorporated into the system. Upon establishment of an account an Administrator will be created depending on type of company; Private Company or Permit Service. Private Companies will have a **Company Admin** and Permit Services will have a **Service Admin**. Only administrators have access to the fund account details, create reports and the ability to create and modify additional 'Users'. Roles and functions of the administrator are discussed later in this guide. To change Administrators submit HP Form 3.
- 1.3 The system features the ability to use Credit Cards (**VISA, MASTER CARD, DISCOVER CARD, AMERICAN EXPRESS**) and Electronic Checks (ACH - Automated Clearing House network) to purchase permits or deposit funds into the Fund Account.
- 1.4 The material contained herein is provided as a guide to assist the 'User' in understanding how the online OSOW Permit System functions and information required to be entered in the applicable permit application data fields.
- 1.5 The following items will assist the 'User' when using the system:
 - 1.5.1 The **DelDOT OSOW Hauling Permit Policy and Procedures Manual** will be needed when processing hauling permits and is located under the **INFORMATION** group of links on the web site. This manual provides restated Delaware law and DelDOT administrative regulation regarding the issuance of hauling permits and movement of OSOW loads on Delaware highways. Of importance is PART 4 – Common Safety Standards. (NOTE: Delaware does not issue Provision Sheets. Specific requirements of move will display in the Special Provisions portion of the permit) This administrative regulation provides requirements for such items as, but not limited to, Days and Hours of Operation, Escort Requirements and Warning Flags and Lights used in marking load.

- 1.5.2** The hauler is responsible to provide proposed routing of OSOW movements. To assist, the DelDOT web site <http://www.deldot.gov> and the OSOW Permit System web site <https://www.osow.deldot.gov> provides route restrictions both permanent and temporary for use when entering a desired route on the permit application. DelDOT General Highway Maps for each county may be used in routing. Maps can be obtained using the Order Maps link on the OSOW Permit System web site. Additionally, electronic mapping such as Google Maps <http://maps.google.com> and Bing Maps <http://www.bing.com/maps> can be used to determine a connecting route string.
- 1.5.3** The 'User' may require assistance from the Hauling Permit Section or other DelDOT agencies involved with the permit review process such as Bridge Management Engineers, Safety Traffic Engineers, DelDOT approved contractors, etc. Contact email and telephone numbers are listed under the [Contact Us](#) link on the OSOW Permit System web site.
- 1.5.4** A Hauling Permit (HP) Forms links is provided under the [INFORMATION](#) group of links for forms required to support the permit application and administration of the account.

2.0 How to create an online OSOW Permit System account.

A customer desiring to process OSOW Hauling Permits using the DelDOT web based Internet system must create an 'Online Account' Before you begin the account creation procedure we need to know if your company has ever obtained a state of Delaware OSOW Hauling Permit. If so, you will need to know your 5 digit Customer Code. The Customer Code can be obtained from an old permit as shown below:

Unique 5 character, Alpha Numeric Code that can be found in the first 5 characters of the permit number on the printed permit.

CERTIFY: THAT THE ABOVE DATA IS CORRECT TO THE BEST OF MY(OUR) KNOWLEDGE AND THAT SATISFACTORY ARRANGEMENTS HAVE BEEN MADE WITH THE PROPER AUTHORITIES TO ORDER ALL STRUCTURES OPERATED BY AUTHORITIES NOT PARTY TO THIS PERMIT. APPENDIX B SHALL CONTAINS THE COMMON SAFETY STANDARDS THAT APPLY TO THIS MOVE. COPIES ARE THE APPLICANT'S REI	
REP'S PHO (302)555 REPS FAX 3025555	003T2060106001 ↑ CUSTOMER CODE
ISSUE DATE 01/06/2006 ISSUE TIME 11:26 AM	SIGNATURE _____ SIGNATURE _____ PERMIT NUMBER 003T2060106001

2.1 DelDOT uses a 'Self Service Registration' process

- 2.1.1** Go to the OSOW Permit System web site <https://www.osow.deldot.gov> login screen.
- 2.1.2** Under the OOPS User Login box there a several [Quick Links](#). See [Quick Links 1 Don't have an online account?](#) and 'click' on [Register now](#)'
- 2.1.3** When screen displays follow instructions and submit.
- 2.1.4** Upon creation of the account the OSOW Permit System will generate an Activation email to the email address you provided during the registration process. Once you have activated your account you can login using the Username and Password you entered on the registration screens.

- 2.2** If you are a **Local, State, or Federal Government** entity; please submit a HP Form 1 to the Hauling Permit Office, via email, at haulpermit@state.de.us. HP Form 1 can be located in the Forms link on the left side on the main screen.

3.0 Getting Started.

- 3.1** Using the Internet enter the Uniform Resource Locator (URL) address www.deldot.gov. Once you have accessed the DelDOT website, you will 'click' on **OVERSIZE/OVERWEIGHT PERMITS** to display the LOGIN screen. Before using the application it is requested that you confirm you have **downloaded AND installed** the Adobe Acrobat Reader (www.adobe.com for free download and install instructions). The Acrobat Reader is required to convert data to display the various reports and create permit form.
- 3.2** As the 'User' navigates around the system various screens will display function buttons and other links to guide them through the permit process.
- 3.3** It is requested that you only use the browser **Back** and **Forward** buttons when the system directs you to do so. **To properly exit the system use the LOGOUT function button. Do not exit** the system using the Browser File Exit function or by using the **X**. Doing so will not interact with the system data base and will lock the last screen being viewed which in most cases will delay permit from being transmitted for processing.

4.0 The LOGIN screen.

- 4.1** The login screen will display as:

Oversize / Overweight Permit System

The screenshot shows the login interface for the Oversize / Overweight Permit System. The header is teal with the Delaware.gov logo and navigation links for Agencies, News, Topics, and Contact. The left sidebar has a 'Login' section with a lock icon and an 'Information' section with a dropdown arrow. The main content area contains a 'User Login' form with a 'USERID' field (filled with 'INCH-EL') and a password field (masked with dots), followed by a blue 'LOGIN' button. Below the form is a 'Forgot Password?' link. A 'Quick Links' section lists three items: '1. Don't have an online account? Register now', '2. Interstate Hauling Permit Program', and '3. NATIONAL EMERGENCY PERMITS'. The bottom right corner features an Adobe Reader icon and a disclaimer: '(The link above will take you to Adobe Website) Adobe Acrobat Reader Required (PDF) Java/JavaScript Enabled Browser Required (Optional) Current System Date/Time: 07/23/2016 1:01 PM EDT Hauling Permit Office Business Hours are: Mon - Fri 9AM to 4:30PM EST (excluding Holidays)'.

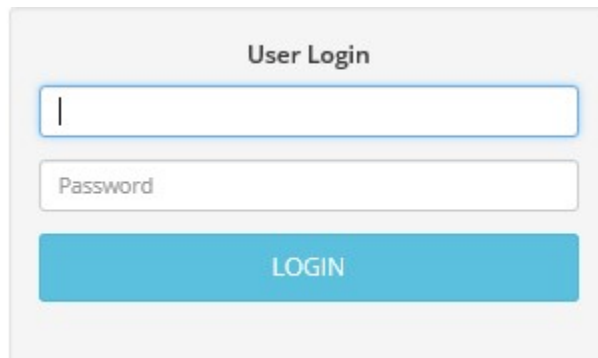
- Contents of the login screen -

- 4.2** The photo in the Masthead of the screen will periodically change showing scenes around the state of Delaware.
- 4.3 INFORMATION** group links, displayed on the left side of the screen, will display for **ALL** 'Users'.

- 4.4 A **Banner Message** (above the 'User' Login box) may periodically appear alerting 'Users' of important events that affect the permitting process or system functionality.
- 4.5 OOPS User Login box will be used by the 'User' to enter their Username and Password to gain access to the permitting system.
- 4.6 Under the login box and to the left will be 1 or more [Quick Links](#) to specific functions or information pertaining to the permitting process.
- 4.7 In the lower right hand portion of the screen is a link the Adobe Acrobat Reader download that is required in order to use the system. Also listed is Current System Date/Time as well as the Permit Office hours of operation.

5.0 Login procedure.

- 5.1 To access the State of Delaware Oversize / Overweight Permit System web site enter the following Internet Service Provider (ISP) browser address to display the LOGIN screen:
<http://www.deldot.gov>. Once you have accessed the DelDOT website, you will 'click' on OVERSIZE/OVERWEIGHT PERMITS to display the LOGIN screen.
- 5.2 In the OOPS User Login box enter the **Username** and **Password** you created during the registration process.

A screenshot of a web form titled "User Login". It contains two input fields: the first is for a username, with a vertical cursor at the beginning; the second is for a password, with the word "Password" in a light gray font. Below these fields is a solid blue button with the word "LOGIN" in white, uppercase letters.

As the **Company or Service Administrator** for the account you can view and perform the following functions:

Company Info link – Can view and modify data except Company Name.

Account Info – Can view current fiscal balance of the Fund Account.

Users – You can create additional Users (Company or Service Op) to enter and process permits only. Additionally, you can modify or delete existing Users.

6.0 The OSOW Permit System Screen Function Links

- 6.1 INFORMATION group of links.** Although this group of function links display below the **TOOLS** group, which will display when the 'User' has successfully logged in to system, it will be discussed first as it is common to **ALL** 'Users'.

INFORMATION

Online Help
FAQ
User Guide
DeIDOT Policy Manual
News
Common Errors
Holiday Restrictions
Permanent Route Restrictions
Temporary Route Restrictions
Order Maps
DSP Escort Information
Forms
Contact Us

- 6.1.1 Online Help** – Questions and answers regarding selected subject related to the permit system.

- 6.1.2 FAQ** - Frequently asked question and answers.

- 6.1.3 User Guide** - The User Guide for Online Customers provides step by step instructions when using the DeIDOT OSOW Permit System.

- 6.1.4 DeIDOT Policy Manual** - The policy and procedures manual that provides restated Delaware and Administrative Code for issuance of OSOW hauling permits.

- 6.1.5 News** - A listing of items of interest regarding the permit system or events affecting processing permits.

- 6.1.6 Common Errors** - A listing of permit application data fields that most often contain errors. Listing defines how to enter data and provides examples of correctly formatted entries.

- 6.1.7 Holiday Restrictions** - An annual listing of State holidays in which the Hauling Permit Section is closed and in some instances hauling restrictions apply. Where applicable the hauling restriction will display in the Special Provision portion of the Hauling Permit.

- 6.1.8 Permanent Route Restrictions** - A listing of routes that the DeIDOT Chief Traffic Engineer deems as not suitable for permitted loads.

- 6.1.9 Temporary Route Restrictions** - A listing of routes that DeIDOT Engineers have identified to have physical constraints that prevent movement of permitted loads.

- 6.1.10 Order Maps** - A link that can be filled in online and printed to order the DeIDOT County maps to aid in determining routing for use when applying for a hauling permit.

- 6.1.11 DSP Escort Information** – A link that contact and additional information when required to provided a Delaware State Police escort.

- 6.1.12 Forms** - A link that provided several forms used to support the permit process.

6.1.13 Contact Us - A listing of telephone and fax numbers and email addresses of DeIDOT or other state agencies involved with the permitting process.

6.2 TOOLS group of links. The **TOOLS** group of links is a listing of distinctive system functions based on type of "User". Described below are links that are common to **ALL** 'Users'.

6.2.1 Main - This link will display the **Main** screen where the 'User' can start and end the online session. If there are permits in a PENDING Status (refer to paragraph 15. Determining the status of your permit.) they will be listed on the **Main** screen. Additionally, permits in an APPROVED or MODAPPROVED status will remain listed on the **Main** screen until they are purchased. Permits that have not been purchased or are in a HOLD or REJECTED status will be purged from the system after 30 days.

Example of a list of permits in progress on a typical **Main** screen

Permits for ABC TRUCKING COMPANY

Click 'Main' link to the left for REFRESH of Permit List.

Permit Number	Status	Load Code	Effective Date	Permit	Permit	Permit
003T2180718001	PENDING ROUTE	1	07/18/2018	View	Modify	Duplicate
003T2180702005	PENDING ROUTE	1	07/02/2018	View	Modify	Duplicate
003T2180702004	APPROVED	1	07/02/2018	View	Modify	Duplicate
003T2180702003	APPROVED	1	07/02/2018	View	Modify	Duplicate
003T2180702002	REJECTED	1	07/02/2018	View		Duplicate
003T2180702001	PENDING ROUTE	1	07/02/2018	View	Modify	Duplicate
003T2180625002	PENDING ROUTE	3	06/25/2018	View	Modify	Duplicate
003T2180625001	PENDING ROUTE	2	06/25/2018	View	Modify	Duplicate
003T2180320002	PENDING ROUTE	1	03/20/2018	View	Modify	Duplicate
003T2180320001	PENDING ROUTE	1	03/20/2018	View	Modify	Duplicate

6.2.2 Auto Permit Search – This link allows the 'User' to display a list of the last 30 permits in 10 permit increments.

6.2.2.1 When the Auto Permit Search function is selected a screen will display up to the last 30 permits in descending **Effective Date** order. If more than 10 permits are in the account history additional permits may be viewed by setting the Quantity radio button and 'clicking' on the Permit Search button. The next 10 permit will display and so on for the remaining 21st - 30th permit.

6.2.2.2 From this screen the User can perform functions such as View Permit, Modify a permit that has not been purchased and more importantly Duplicate a previously submitted permit.

Example of Main screen after 'User' 'clicked' Auto Permit Search

Quantity

☒ Last 10 Permits
☐ Last 20 Permits
☐ Last 30 Permits

AUTO SEARCH

Permit Number	Status	Load Code	Effective Date	Permit	Permit	Permit
003T2180718001	PENDING ROUTE	1	07/18/2018	View	Modify	Duplicate
003T2180702005	PENDING ROUTE	1	07/02/2018	View	Modify	Duplicate
003T2180702004	APPROVED	1	07/02/2018	View	Modify	Duplicate
003T2180702003	APPROVED	1	07/02/2018	View	Modify	Duplicate
003T2180702002	REJECTED	1	07/02/2018	View		Duplicate
003T2180702001	PENDING ROUTE	1	07/02/2018	View	Modify	Duplicate
003T2180625002	PENDING ROUTE	3	06/25/2018	View	Modify	Duplicate
003T2180625001	PENDING ROUTE	2	06/25/2018	View	Modify	Duplicate
003T2180502001	VALIDATED	3	05/08/2018	View		Duplicate
003T2180320002	PENDING ROUTE	1	03/20/2018	View	Modify	Duplicate

PERMIT SEARCH

6.2.3 Permits - This function allows the 'User' to perform Search functions for existing permits by entering a Search Criteria such as Permit Number, Status or Load Code. The **Auto Permit Search** function more or less made this function obsolete unless you are searching for permits beyond the last 30.

6.2.4 Change Password - This link allows the 'User' to change their current password. Specific instructions for changing password are listed under the function box. If a current Password fails or is forgotten by the **Company Operator** or **Service Operator** the **Company Admin** or **Service Admin** can reset to the 'User' name which will result in Password being reset to the Username in **lower case**. The Operator will then be directed to change Password upon login with Reset Password. Reminder: Only the Password is case sensitive.

If a current Password fails or is forgotten by the **Company Admin** or **Service Admin** the Hauling Permits Section staff must reset to the Username which will result in Password being reset to the 'User' name in **lower case**. The Admin will then be directed to change password .

The 'User' Main (menu) screen.

Typical screen for a **Company Administrator**

Oversize / Overweight Permit System

Main

Tools

- Main
- Auto Permit Search
- Permits
- Company Info
- Account Info
- Users
- Transactions
- Change Password
- Update Email
- Reports

Information

- Online Help
- FAQ
- User Guide
- DelDOT Policy Manual
- News
- Holiday Restrictions
- Permanent Route Restrictions
- Temporary Route Restrictions
- DSP Escort Information
- Forms
- Contact Us

Permits for ABC TRUCKING COMPANY

Click 'Main' link to the left for REFRESH of Permit List.

Permit Number	Status	Load Code	Effective Date
003T2180723001	PENDING ROUTE	1	07/23/2018
003T2180718001	PENDING ROUTE	1	07/18/2018
003T2180702005	PENDING ROUTE	1	07/02/2018
003T2180702004	APPROVED	1	07/02/2018
003T2180702003	APPROVED	1	07/02/2018
003T2180702002	REJECTED	1	07/02/2018
003T2180702001	PENDING ROUTE	1	07/02/2018
003T2180625002	PENDING ROUTE	3	06/25/2018
003T2180625001	PENDING ROUTE	2	06/25/2018
003T2180320002	PENDING ROUTE	1	03/20/2018
003T2180320001	PENDING ROUTE	1	03/20/2018

Upon successful login the applicable 'User' Main (menu) screen will display a group of **TOOLS** function links relating to the 'User' security level and role of 'User' (**Private Company** or **Permit Service**) and a group of **INFORMATION** function links that display on ALL 'User' screens.

Although screen will display additional items, as outlined in subsequent paragraphs, below are the **TOOLS** group links specific to type of 'User':

Private Company 'Users'

Company Administrator

TOOLS

Main
Auto Permit Search
Permits
Company Info
Account Info
Users
Transactions
Change Password
Update Email
Reports

Company Operator

TOOLS

Main
Auto Permit Search
Permits
Change Password

NOTE: Only the **Administrator** has links to view **Company Info**, **Account Info**, **Users**, **Transactions**, **Update Email** and **Reports**.

Permit Service 'Users'

Service Administrator

TOOLS

Main
Customers*
Auto Permit Search
Permits
Company Info
Account Info
Users
Transactions
Reports
Change Password
Update Email

Service Operator

TOOLS

Main
Customers*
Auto Permit Search
Permits
Change Password

* A unique function of the **Permit Service 'User'** is the ability to create Third Party **Customers**.

NOTE: Only the **Admin** (Administrator) has links to view Company Info, Account Info, Users, Transactions and Reports.

6.3. **TOOLS** group function links common to the account Administrators - **Company Admin** and **Service Admin**.

6.3.1 Company Info - 'Clicking' on this link will display the **View Company Info** screen that will display administrative information specific to the Company. This information, which is stored in the data base, will populate the applicable blocks on the final printed permit. Additionally, 'Users' and Fund Account information associated with the Company will display. **NOTE:** For Permit Services this screen is used only for verification of Company Information with DelDOT. Services will **NEVER** use their assigned Customer Code to process permits for third party customers.

View Company Info screen

Customer Code	003T2	Customer Fund Account	12243
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST
City	SEAFORD	State/Province	DE
Zip/Postal Code	19973	Phone	(302)555-5656
Fax	(302)739-7808	USDOT	24-457899
Contact Name	TEST CUSTOMER		
<div>BACKMODIFY</div>			

Users Associated with Customer					
Username	First Name	Last Name	Role	Status	User
JDOE	JOHN	DOE	COMPANY OPERATOR	ACTIVE	View
PACER	JOHN	PACER	COMPANY OPERATOR	ACTIVE	View
PCO1	PRIVATE	COMPANY	COMPANY ADMIN	ACTIVE	View

Account Associated with Customer				
Account Id	Account Name	Type	Balance	User
12243	ABC TRUCKING COMPANY	Fund	\$672.00	View

By 'clicking' the Modify function button the **Company Admin** and **Service Admin** 'Users' can edit and modify any data field except the company **Name**.

If Company **Name** needs to be changed complete and forward HP Form 4 (Request to Change Company Name) the DelDOT Hauling Section via email (haulpermit@state.de.us)

6.3.2 Account Info - 'Clicking' on this link will display the current fiscal balance of the Fund

Account and the Latest Account Transactions.

View Account Info screen

Account Number	12243
Account Name	ABC TRUCKING COMPANY
Account Type	FUND
Balance	\$672.00

Latest Account Transactions				
Transaction Number	Type	Amount	Balance	View
897792	Deposit - Cash	\$1000	\$1099	View
897793	Purchase By Fund	\$440	\$659	View
897806	Deposit - Card	\$10	\$669	View
897824	Deposit - Card	\$1	\$670	View
897825	Deposit - Card	\$2	\$672	View

'Clicking' on View in the View column of the Latest Account Transactions box will display a screen providing specific information regarding the transaction.

6.3.3 'Users' – There are two (2) categories of 'Users' - **Administrators** and **Operators**.

6.3.3.1 Administrators (**Company Admin** and **Service Admin**) can perform all functions associated with the OSOW Permit System. Normally there will be one (1) Administrator created per account. Additional Administrator must be justified.

6.3.3.2 The Hauling Permit Section OSOW System Administrator will create and maintain the **Company Admin** and **Service Admin** 'Users'.

6.3.3.3 To request changes to data associated with the **Administrator** complete and forward HP Form 3 (Request to Change Company/Service Administrator)) the DelDOT Hauling Section via email (haulpermit@state.de.us).

6.3.3.4 An initial function that the **Administrator** may desire is that of creating additional 'User'(s) (**Operators**) to assist in processing permits.

6.3.3.4.1 The Administrator can view the current list of 'Users' by displaying the Company Info screen. Also from this screen the Administrator can view and edit Operator 'User' information. By 'clicking' on the 'Users' link the Administrator can also Search the system to determine if Operators have been created.

6.3.3.4.2 The Administrator can create Operators by 'clicking' on the 'Users' link and displaying the 'Users' screen.

Search Criteria		Actions
Username	<input type="text"/>	CREATE NEW
Last Name	<input type="text"/>	SEARCH
Phone Number	<input type="text"/>	CLEAR SEARCH

To create a new 'User', 'click' on the **Create New** function button in the **Actions** Column and a **Create New User** screen will display.

Username	<input type="text"/>	Customer Code	003T2
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Role	COMPANY OPERATOR ▼

Password will be set to the username automatically.
 The user will be required to change it upon their first login.
 REMINDER: Initial password is Username in lower case.

[CANCEL](#)
[SUBMIT](#)

Complete the **Create New User** data fields and 'click' the 'Submit' button. If successful the application will display the new 'User' information. **NOTE:** The initial password will be the newly created Username entered in lower case. Upon first login the 'User' will be asked to enter a new password.

6.3.3.4.3 Operator (Company Operator and Service Operator) functions are limited to processing permits and do not have security access to Company or Account information.

Administrators can Search, Create, Modify and Delete **Operators**.

6.3.4 Transactions – 'Clicking' on this link will take you to the **Transactions** screen where a search of transaction types or permits can be performed to view the details of the transaction.

Search Criteria		Actions
Transaction Number	<input type="text"/>	CREATE NEW
Permit Number	<input type="text"/>	SEARCH
Transaction Type	<input type="text"/>	CLEAR SEARCH
Remittance Id	<input type="text"/>	

'Users' can perform the Search function by entering the Search Criteria and 'clicking' on the Search button.

This function is primarily for making Fund Account Deposits using Credit Cards or using the ACH network. See paragraph **14. Maintaining a Fund Account.** for detailed instructions.

6.3.5 Reports - 'Clicking' on this link will take you to the **Report Listing** screen

Example of screen for a **Private Company**

Financial Reports	
Company Transaction Report	Enter Report Criteria

Example of screen for a **Permit Service**

Financial Reports	
Service Transaction Report	Enter Report Criteria

'Clicking' on the Enter Report Criteria link will display the **Report Criteria Selection** screen.

Customer Transaction Report - Search Criteria	
Begin Date	<input type="text" value="07/23/2018"/> ...
End Date	<input type="text" value="07/23/2018"/> ...
GENERATE CLEAR CRITERIA REPORT LIST	

Using the dropdown calendar enter the Begin and End Dates for the report to be generated then 'click' the Generate button and a Transaction report will display providing the 'User' with a beginning and ending balance of their Fund Account and transaction listing that occurred during the requested dates.

Customer Transaction Report

Limited to customer Code : 003T2
04/01/2018 to 07/23/2018

Customer 003T2
Account: 12243
ABC TRUCKING COMPANY
123 MAIN ST
SEAFORD, DE 19973
Telephone: (302)555-5656
Fax: (302)739-7808

BEGINNING BALANCE						\$ 1,000
Date/Time	Trans ID	Permit	Trans Type	Check/Receipt/Remi	Amount	Balance
05/02/2018 12:38:04 PM	897792		DEPOSIT - CASH	123456	\$ 1,000	\$ 1,099
05/02/2018 12:50:46 PM	897793	003T2180502001	PURCHASE BY FUND		-\$ 440	\$ 659
07/18/2018 11:01:57 AM	897806		DEPOSIT - CARD	OSOWP897806T4306	\$ 10	\$ 669
07/19/2018 10:45:17 AM	897824		DEPOSIT - CARD	OSOWP897824T4307	\$ 1	\$ 670
07/19/2018 01:03:54 PM	897825		DEPOSIT - CARD	OSOWP897825T4308	\$ 2	\$ 672
ENDING BALANCE :						\$ 672

6.4 **TOOLS** group function link unique to **Service Admin and Service Operators**.

Customers - This function is used by the **Permit Service 'User'** to locate (search function) or create a new Customer in the OSOW Permit System.

NOTE: Permit Services should never use the assigned Permit Service Customer Code to enter a permit for a third party customer

TO PREVENT DUPLICATION, A THOROUGH SEARCH OF THE SYSTEM SHOULD BE PERFORMED TO DETERMINE THAT CUSTOMER DOES NOT RESIDE IN THE SYSTEM.

Customer Search function was enhanced to identify customer association with like data such as Address, City, State, ZIP, and Telephone Number etc. **Failure to perform the Search function could result in multiple Customer Codes for the same customer.**

Permit Services have the ability to edit Customer data and update data fields (except Company Name). This function again will prevent duplication of Customer Codes in the system.

NOTE: A warning message will display when the View function button is 'clicked' for a Customer with a Fund Account. Customers with their own account must edit their own Company data.

This customer is a Fund Account holder with the State of Delaware, therefore, only they can edit their customer information.
Please contact customer and have them make corrections.

7.0 Creating a Permit.

If this is a new account a New Permit must be created. Subsequent permits can be created by duplicating an existing one.

If this is an established account 'click' on **Auto Permit Search** link and a list of permits will display at which time any permit in list can be duplicated.

Data fields applicable to the selected Load Code (see paragraph 7.2. **Enter Load Code** and **ATTACHMENT 3 LOAD CODES**) will display when entering either a new permit or duplicating an existing permit. The difference will be that the duplicated permit data fields will populate with data from the existing permit and will only require making changes to create the new permit.

By 'clicking' on the **Permits** link on **Main** screen the system will display the **Permits** screen.

Permits screen

Search Criteria		Actions
Permit Number	<input type="text"/>	<button>CREATE NEW</button>
Status	<input type="text"/>	<button>SEARCH</button>
Load Code	<input type="text"/>	<button>CLEAR SEARCH</button>

'Click' on **Create New** and the first of two (2) screens will display.

The first **Create New Permit** screen asks basic information about the load.

First Create New Permit screen

Customer Code	00312
Load Code	<input type="text"/>
Power Unit Axles	<input type="text"/>
Trailer Axles	<input type="text"/>
<button>NEXT</button>	

Entering data to create new permit. **Reminder:** The screens will display even if duplicating an exiting permit. Only difference will be that data fields will be populated with data from the existing permit instead of being blank.

7.1 Enter Customer Code The system will display the assigned Customer Code for a Private Company. **Permit Service – See paragraph 6.4. Customers** function link.

7.2 Enter Load Code Using the dropdown box ‘click’ on Load Code that best describes the Load. **ATTACHMENT 3 LOAD CODES** provides additional LC details.

Load Code (LC)	Definition
1	A load that is oversize but legal weight. Exception – Certain types of vehicles may have over legal limit individual axle weight(s) but meet GVW. These vehicles will be entered as Load Code 1 with overweight axle data noted in the individual axle data fields.
2	A load that is over legal weight : 2 axles = 40K lbs.; 3 axles = 65K lbs.; 4 axles = 73280 lbs.; 5 or more axles = 80K lbs. (NOTE: GVW over 120000 lbs should be entered as Load Code 3) . Load may be oversize but under limits of Load Code 3 – Superload.
3	Referred to as a SUPERLOAD . A load that is at 120' long or at 15' wide or at 15' high or over 120,000 lbs. When this code is selected the screen will refresh and display a Load Desc drop down box, which further details the load as a Manufactured Home, Office Trailer or Other load having Superload criteria.
4	Manufactured Housing or Office Trailer <u>unless it meets Superload criteria</u> .
5	Sealed Container. Containerized cargo sealed with a custom seal normally moving from or to a port. Maximum GVW is 100000 lbs.
6	Ship permit used for unloading a ship within a two-mile radius of the Port of Wilmington.
7	Pole/Piling/Millstock. Also concrete/steel beams/columns, etc
8	Annual Weight Registration Fee. No longer used . Contact Motor Carrier Section for details.
9	Single Trip Interstate. Used for 3 or 4 axle single vehicles that exceed the Federal Bridge Formula when on the Interstate road system.
10	Multi Trip Interstate Used for 3 or 4 axle single vehicles that exceed the Federal Bridge Formula when on the Interstate road system. Permit authorizes 60 Single Trips.
11	Crane (Blanket Permit) See paragraph 13 in the DeIDOT Policy and Procedures Manual for details
12	Multit-Trip Twin Trailer

7.3 Enter Power Unit Axles Enter the total number of axles on the power unit.

7.4 Enter Trailer Axles Enter the total number of axles on the trailer(s). **NOTE:** If single vehicle or self-propelled vehicle with no trailer **LEAVE BLANK**.

NOTE: A total of 22 axles can be entered in the displayed data fields. If vehicle configuration has more than 22 axles enter additional individual axle weight and spacing in the Comments section.

Once a permit has been created axles qty, individual axle data or GVW **cannot be modified**.

When required information is entered 'click' the **Next** button. Either the second **Create New Permit** screen or an **Error Message** screen will display. The **Error Message** screen will appear and a detailed error message will appear in **red** at the top of the screen. Make the applicable changes and resubmit.

When successful the second **Create New Permit** screen will display.


The second **Create New Permit** screen

The screenshot displays the 'Create New Permit' form. It includes fields for company and vehicle information, load specifications, and route details. A 'SUBMIT' button is located at the bottom right of the form.

Note: The screen above contains a majority of applicable data fields associated with a typical hauling permit application. Not all data fields will display for other selected Load Codes. **ATTACHMENT 7 LOAD CODES** provides additional LC details.

7.5 SECTION I – START DATE AND DEFAULTED COMPANY INFORMATION

Information associated with the company will default and display in this section. Certain data fields will populate a number of data fields will display (axle information) based on input provided in the first **Create New Permit** screen.

Enter Start Date The current date is in default. . You can change the date as applicable, however, date must be in MM/DD/YYYY format, i.e. 11/15/2001. A drop down calendar  is located next to the date data field. 'Double Clicking' on a date will set the desired date. The permit system will calculate the Effective and Expiration Dates from the Start Date.

7.6 SECTION II – LOAD INFORMATION (Information associated with the load)

- 7.6.1 Enter Load Description** For Load Codes 1, 2, and 3 enter a brief description of the load such as CRANE, DOZER, PAVER, BOAT, WOOD TRUSSES, etc. LC 3 Manufactured Housing or Office Trailer screens will display data fields for Year, Make, and Serial Number of unit. For remaining Load Codes application will display additional data fields and ask for specific information regarding load.
- 7.6.2 Enter Pieces** Enter number of pieces comprising the load i.e. if you have two tractors enter 2, if you have twenty-five wood trusses enter 25, etc.
- 7.6.3 Enter Length** Enter the **overall** length. Measurement from Power Unit front bumper to end of Trailer or load if rear overhang. Must be greater than sum of axle spacing. Contains two data fields – 1st asks for feet and 2nd for inches.
- 7.6.4 Enter Width** Enter the overall width of the vehicle or load which ever is greater. Contains two data fields – 1st asks for feet and 2nd for inches.
- 7.6.5 Enter Height** Enter the overall height (Measurement from road surface to top of vehicle or load which ever is greater). Contains two data fields – 1st asks for feet and 2nd for inches.
- 7.6.6 Enter Gross Weight** Enter the GVW (Gross Vehicle Weight). **Note:** Once a permit has been created the Gross Weight can not be modified.
- 7.6.7 Enter Overhang Front** Enter the distance that the load protrudes in front of the power unit or vehicle (if self propelled). Contains two data fields – 1st asks for feet and 2nd for inches.
- 7.6.8 Enter Overhang Rear** Enter the distance the load extends past the rear most part of the vehicle/trailer. Contains two data fields – 1st asks for feet and 2nd for inches.

7.7 SECTION III – VEHICLE / TRAILER REGISTRATION

Information associated with the Vehicle and Trailer registration.

- 7.7.1 Enter Power Unit License** Enter the power unit tag number.
- 7.7.2 Enter Power Unit State** Select the appropriate State from the Dropdown Box. You can also type in the first letter (if multiple states begin with

the first letter you can type in the first letter again and the application will take you to the next State on the list) or you can scroll down the list with the mouse and 'click' on the appropriate State. Note list begins with DE PA MD NJ GT followed by remaining states in alphabetical order.

7.7.3 Enter **Trailer License**

Follow instructions as **Power Unit** above. Data field will not display if single or self propelled vehicle.

7.7.4 Enter **Trailer State**

Follow instructions as **Power Unit** above. Data field will not display if single or self propelled vehicle.

7.8 SECTION IV – INDIVIDUAL AXLE WEIGHT(S) AND SPACING(S)

Information associated with individual axle weight and spacing.

Screen will display quantity of axles based on first screen input.

Example of Axle Weight and Spacing section of the permit application for load with Power Unit and Trailer

	Power Unit Axles		Trailer Axles	
	1	2	1	2
Axle Weight	20000	20000	20000	20000
Axle Spacing (Ft-In)	9 0	25 0	4 6	

Example of Axle Weight and Spacing section of the permit application for Single Vehicle (No Trailer)

	Power Unit Axles	
	1	2
Axle Weight	20000	20000
Axle Spacing (Ft-In)	9 0	

7.8.1 Enter **Axle Weight**

Enter the individual axle weights expressed in a numeric format. The sum of the individual axles must equal the Gross Vehicle Weight. Again, enter in a numeric format only and do not use comma or any other character, i.e. 12000, 7500, 20000, etc.

7.8.2 Enter **Axle Spacing**

The application will display two data fields between each axle. Enter the axle spacing expressed as box 1-feet, box 2-inches, box 3-feet, box 4-inches, etc.

7.9 SECTION IV – FROM, TO AND ROUTE

This section asks for information about the Point of Origin (**FROM**) and the Destination (**TO**) of the ***current move as it pertains to the State of Delaware only***. The State of Delaware hauling permit system uses three options to identify the Point of Origin (**FROM**) and the Destination (**TO**) on the permit application. Users have the ability to select the Point of Entry/Exit from a dropdown box loaded with predetermined entry and exit points at the Delaware state line. Users will also have the ability to enter a United States Postal Service mailing address if the origin/destination is within the State of Delaware or if the United States Postal Service mailing address is not available or does not exist for the location, the user will have the ability to view a map and select the origin/destination by using a 'click' on the map, within or at the border of the State of Delaware.

NOTE: STATE LINES DE/MD LINE, MD /DE LINE, DE/PA LINE, PA/DE LINE, DE/NJ LINE or NJ/DE LINE WILL NEVER BE ENTERED IN THE ADDRESS OR CITY DATA FIELDS.

FROM This is the **Point of Origin of the current move or Point of Entry**

7.9.1 Dropdown Box Entries are predetermined and describe the Point of Entry into the State of Delaware for the current move. The point of entry selected from the dropdown box will be populated at the beginning of the ROUTE data field to represent the first route utilized in the State of Delaware. You will be required to enter ALL Interstate, US, State or County road numbers/names the load will travel on to complete the ROUTE data field in full.

NOTE: By using the Point of Entry data field, the FROM ADDRESS, CITY, and STATE requirement will be considered fulfilled, and the FROM ADDRESS, CITY and STATE data fields will become non-fillable.

Please select a Point of Entry
NJ/DE LINE – I 295
MD/DE LINE – SR 1
MD/DE LINE – US 113
MD/DE LINE – US 13
MD/DE LINE – SR 54
PA/DE LINE – US 202
PA/DE LINE – I 95
PA/DE LINE – I 495
PA/DE LINE – US 13
PA/DE LINE – SR 52
PA/DE LINE – SR 7
MD/DE LINE – SR 2
MD/DE LINE – I 95
MD/DE LINE – US 40
MD/DE LINE – CHESAPEAKE CITY RD
MD/DE LINE – SR 11
MD/DE LINE – WESTVILLE RD
MD/DE LINE – WHITELEYSBURG RD
NJ/DE LINE – FERRY TERMINAL OFF
MD/DE LINE – SR 26

PA/DE LINE – SR 261
PA/DE LINE – SR 41
MD/DE LINE – SR 896
MD/DE LINE – SR 273
MD/DE LINE – SR 286
MD/DE LINE – SR 299
MD/DE LINE – DELANEY RD
MD/DE LINE – SR 6
MD/DE LINE – SR 8
MD/DE LINE – US 301
MD/DE LINE – SR 300
MD/DE LINE – SR 24
MD/DE LINE – SR 20
MD/DE LINE – SR 18
MD/DE LINE – SR 404
MD/DE LINE – SR 16
MD/DE LINE – SR 14
MD/DE LINE – SR 10

7.9.2 Enter Address Enter a complete United States Postal Service mailing address, i.e. **4001 PHILADELPHIA PIKE** **OR** if the United States Postal Service mailing address is not available, please 'click' on the Map icon located to the right of the ADDRESS data field to select the origin of the load.

When selecting the map icon, a map of the State of Delaware will appear on the right side of the screen. The user may zoom in on the roadway within the State of Delaware and will select the From Address by 'clicking' a point on the map to generate the United States Postal Service mailing address. Once selected, the ADDRESS and CITY within the State of Delaware will be populated on the permit application to use as the point of origin for the load.

7.9.3 Enter City When using the From Address data field, enter the Point of Origin, **City** of the current move within the State of Delaware. This data field is not required when using the Point of Origin or the map icon to establish the Point of Origin within Delaware.

7.9.4 Enter State The State will remain DE as the Point of Entry or From Address must be at the state line or within the State of Delaware.

TO This is the **Destination of the current move or Point of Exit.**

7.9.5 Dropdown Box Entries are predetermined and describe the Point of Exit from the State of Delaware for the current move. The point of exit selected from the dropdown box will be populated at the end of the ROUTE data field to represent the last route utilized in the State of Delaware. You will be required to enter ALL Interstate, US, State or County road numbers/names the load will travel on to complete the ROUTE data field in full.

NOTE: By using the Point of Exit data field, the TO ADDRESS, CITY, and STATE requirement will be considered fulfilled, and the TO ADDRESS, CITY and STATE data fields will become non-fillable. Interstate,

Please select a Point of Exit
I 295 – DE/NJ LINE
SR 1 – DE/MD LINE
US 113 – DE/MD LINE
SR 26 – DE/MD LINE
US 13 – DE/MD LINE
US 202 – DE/PA LINE
SR 261 – DE/PA LINE
I 95 – DE/PA LINE
US 13 – DE/PA LINE
SR 41 – DE/PA LINE
SR 7 – DE/PA LINE
SR 896 – DE/MD LINE
SR 273 – DE/MD LINE
SR 2 – DE/MD LINE
I 95 – DE/MD LINE
US 40 – DE/MD LINE
SR 286 – DE/MD LINE
SR 299 – DE/MD LINE
DELANEY RD – DE/MD LINE
SR 6 – DE/MD LINE
SR 8 – DE/MD LINE
SR 10 – DE/MD LINE
WHITELEYSBURG RD – DE/MD LINE
SR 14 – DE/MD LINE
SR 16 – DE/MD LINE
SR 404 – DE/MD LINE
SR 18 – DE/MD LINE
SR 20 – DE/MD LINE
SR 24 – DE/MD LINE
SR 300 – DE/MD LINE
US 301 – DE/MD LINE
FERRY TERMINAL ON – DE/NJ LINE
SR 54 – DE/MD LINE
SR 52 – DE/PA LINE
CHESAPEAKE CITY RD – DE/MD LINE
SR 11 – DE/MD LINE
WESTVILLE RD – DE/MD LINE

7.9.6 Enter Address Enter a complete United States Postal Service mailing address, i.e. **4001 PHILADELPHIA PIKE** **OR** if the United States Postal Service mailing address is not available, please 'click' on the Map icon located to the right of the ADDRESS data field to select the destination of the load.

When selecting the map icon, a map of the State of Delaware will appear on the right side of the screen. The user may zoom in on the roadway within the State of Delaware and will select the To Address by 'clicking' a point on the map to generate the United States Postal Service mailing address. Once selected, the ADDRESS and CITY within the State of Delaware will be populated on the permit application to use as the destination of the load.

7.9.7 Enter City When using the To Address data field, enter the Destination **City** of the current move within the State of Delaware. This data field is not required when using the Point of Exit or the map icon to establish the Destination within Delaware.

7.9.8 Enter State The State will remain DE as the Point of Exit or To Address must be at the state line or within the State of Delaware.

7.9.9 Enter Route The carrier proposed route will be entered in this data field. The Route string will identify **ONLY** and **ALL** Interstate, US, State, and County roads on which the load will travel in the state of Delaware. As the permit passes through the approval process route adjustments may be made by any DelDOT Agent (Permit Agent / Bridge Agent / Signal Agent / Traffic Agent).

DO AND DO NOTs
WHEN ENTERING ROUTE IN THE ROUTE DATA FIELD:

Do use only Interstate, US, State, and County roads.

Do not enter city or development street names. **Rule Exception** – City street(s) should be entered if street is in downtown WILMINGTON.

Do separate the road number or road name with a space hyphen space such as 13 - HAMBURG RD.

Do not use a comma (,) ampersand (&) slash (/) or any other character (other than a hyphen) to separate road number or road name

Do use authorized abbreviations such as RD vs. ROAD, ST vs. STREET, AVE vs. AVENUE, HWY vs. HIGHWAY, LA vs. LANE, BLVD vs. BOULEVARD, CT vs. COURT, CIR vs. CIRCLE, etc

Do not precede road number(s) with ROUTE, RD, RT, DE, CR, SR, US, I, etc

Do not use periods

Do not enter directions, direction of travel, city names, address, etc.

When entering the State of Delaware, begin Route string with MD/DE LINE, PA/DE LINE, or NJ/DE LINE indicating state line being crossed and direction of travel. Direction of travel will be indicated by the order of states listed, i.e. When moving from NJ to DE the entry will be NJ/DE LINE indicating move is made entering Delaware from an adjacent state in this case New Jersey..

When exiting the State of Delaware, end Route string with DE/MD LINE, DE/PA LINE, or DE/NJ LINE indicating state line being crossed and direction of travel.

Examples of Route strings:

Route string using road number(s) only	13 - 40 - 113
Route string using road name(s) AND road number(s)	SUSSEX HWY - 40 - 113
Route string using road name(s) only	SUSSEX HWY - REDDEN RD - DUPONT BLVD
Route string entering Delaware	MD/DE LINE - 13 - 40 – 113
Route string exiting Delaware	113 - 40 - 13 - DE/MD LINE
Route string entering and exiting Delaware	MD/DE LINE - 95 - 495 - 95 - DE/PA LINE

7.10 SECTION IV - REQUESTING AFTER HOUR MOVE (NIGHT MOVES)

7.10.1 There are 2 types of After Hour Move (Night Move) requests

7.10.1.1 After Hour Envelope Vehicle Move. A vehicle/load not exceeding **75 feet in Length, 12 feet in Width, 14 feet 6 inches in Height, and GVW of 120,000 lbs.** may in addition to normal sunrise to sunset movement be authorized, with prior approval, to move 9pm to 5am Monday through Friday prior to the Expiration Date of permit.

When requesting this type of After Hour move set the **After Hour Envelope Vehicle Move** ☐ and enter **Request Envelope Vehicle Night Move** in the Comments data field.

7.10.1.2 After Hour Move Other. When requesting After Hour Move (Night Move) for vehicle/load exceeding dimensions or weight in 7.10.1.1 above set the **After Hour Move (Other)** ☐ and enter the following **SPECIFIC ITEMS** in the in Comments data field:

1. **JUSTIFICATION** (explain why move is necessary)
2. **DATE OF MOVE** or **DATES OF MOVE** (if inclusive times of move involves more than one day)
3. **INCLUSIVE TIMES OF MOVE in DELAWARE** (Start time at Point of Origin in DE or State Line and End time at Destination in DE or at State Line)

7.10.2 Lowboy Trailer. Confirm the use of a semi-trailer with two drops in deck height: one right after the gooseneck and one right before the wheels.

7.11 SECTION IV – USING THE COMMENTS DATA FIELD

This data field is used to provide an electronic means of communication between the ‘User’ and DeIDOT Agents.

Comment(s) can be entered to explain or amplify a data field entry to the reviewing DeIDOT Agent.

Comments are mandatory for certain action such as requesting After Hour moves, placing permit in Hold status and Rejecting a permit.

Comments will normally be used by the reviewing Permit Agent to identify errors in the permit application after the automated system has entered it in the database. In most cases errors will be listed by data field and making reference to corrective action to be taken.

NOTE: Comments will not display on the final printed permit, therefore, data field entries will not be entered in the Comments section.

7.12 Submit Permit Application.

When all required information is entered on the screen, 'click' the **Submit** button.

One of two actions will occur:

A **Permit Created Successfully** screen will display indicating the Permit Number and current status in addition to the Customer Code/Name.

Permit Created Successfully screen

The permit has been successfully created.	
Permit Number:	003T2180723001
Permit Status:	PENDING ROUTE
Customer Code:	003T2
Customer Name:	ABC TRUCKING COMPANY
<div>PERMIT SEARCHNEW PERMITDUPLICATEMAIN</div>	

'Click' on **Main** function button to return to the home page.

-Or-

An **Error Message** screen will appear listing missed mandatory data field(s) or fields in which entered data violated an application business rule. Make changes and 'click' the **Submit** button. If errors still exist repeat process until you receive a **Permit Created Successfully** screen.

The following error(s) occurred:
 Power Unit License is required.
 From City is required.
 To City is required.
 Route is required.
 From Address is required.
 To Address is required.

Start Date: <input type="text" value="07/23/2018"/>		USDOT: 24-457899	Customer Code: 003T2	
Name: ABC TRUCKING COMPANY		Address: 123 MAIN ST	City: SEAFORD	
State: DE		Zip: 19973	Phone: (302)555-5656	
Load Code: 1	Load Desc: SHED	Pieces: 1		
Length (Ft-In): 35 0	Width (Ft-In): 10 0	Height (Ft-In): 13 6		
Gross Weight: 40000	Overhang Front (Ft-In):	Overhang Rear (Ft-In): 4 5		
License: <input type="text"/>		State: DE	Axles: 2	
Power Unit: <input type="text"/>				
Power Unit Axles: 1 <input type="text"/> 2 <input type="text"/>				
Point of Entry: <input type="text"/>		From Address Map Link: <input type="text"/>		
From Address: <input type="text"/>		City: <input type="text"/>	State: DE	
Point of Exit: <input type="text"/>		To Address Map Link: <input type="text"/>		
To Address: <input type="text"/>		City: <input type="text"/>	State: DE	
Route: <input type="text"/>				
Lowboy Trailer <input type="checkbox"/> After Hour Envelope Vehicle Move <input type="checkbox"/> After Hour Move (Other) <input type="checkbox"/>				
Comments: <input type="text"/>				
<input type="button" value="SUBMIT"/>				

When a permit has been successfully entered it will be transmitted to the DELDOT Hauling Permit Section work queue. Permits are reviewed as received and may be routed to different DelDOT Agents depending on the status of the permit.

8.0 Determining the status of the permit.

When the 'User' logs in to the system a Permit List will display on the **Main** screen which lists permits in a Pending, Hold, Approved, Modapproved, Reapproved or Rejected status

Permits for ABC TRUCKING COMPANY

Click 'Main' link to the left for REFRESH of Permit List.

Permit Number	Status	Load Code	Effective Date	Permit	Permit	Permit
003T2180723001	PENDING ROUTE	1	07/23/2018	View	Modify	Duplicate
003T2180718001	PENDING ROUTE	1	07/18/2018	View	Modify	Duplicate
003T2180702005	PENDING ROUTE	1	07/02/2018	View	Modify	Duplicate
003T2180702004	APPROVED	1	07/02/2018	View	Modify	Duplicate
003T2180702003	APPROVED	1	07/02/2018	View	Modify	Duplicate
003T2180702002	REJECTED	1	07/02/2018	View	Modify	Duplicate
003T2180702001	PENDING ROUTE	1	07/02/2018	View	Modify	Duplicate

The Permit List displays permits the 'User' has entered and are awaiting approval action or purchase. During each stage of the permit life cycle the status will change depending on the level of review and approval process. Listed below are statuses a permit may be subject to:

PERMIT STATUS

Status

Definition

PENDING ROUTE

Permit has been successfully entered into the system database and is waiting a manual or automated review at the Hauling Permit Section. With a few exceptions ALL permits are created in this status and are first reviewed by a DelDOT Hauling Permit Agent.

PENDING BRIDGE

If the GVW exceeds 120000 pounds the status will change to PENDING BRIDGE. In this status the permit will undergo a manual or automated bridge analysis by Bridge Engineers to verify or fail movement over the state's infrastructure. Also subject to Bridge review are vehicles with an individual axle at

or over 24000 lbs. This weight is subject to change as determined by Bridge Management Engineers.

PENDING TRAFFIC	If the customer requests movement after normal operating hours, Monday thru Friday sunrise to sunset, the status will change to PENDING TRAFFIC. In this status the permit will undergo a manual or automated review by Engineers in the Traffic Department. Permits may also be placed in this status upon the determination of the Permit Agent for extreme oversize or complex moves.
APPROVED	When permit has been approved from one or more of above statuses a 'User' may view and purchase permit or modify and resubmit to system for approval of changed data fields.
MODAPPROVED	A permit will be in this status if the reviewing Agent (Permit, Bridge, Signal or Traffic) has Modified and Approved the permit. Modified data field will display in red.
VALIDATED	After purchase by the 'User' the permit will change to a Validated status.
AMENDED	If a permit has been <u>modified after purchase</u> (Validated) by a Permit Agent it will be in an amended state until the reviewing Agent Approves it. 'User' will not see this interim status. See paragraph 13. Amending a Validated permit. below for acceptable justification to request an amended permit.
REAPPROVED	If the reviewing Agent Approves the post Validated permit it will go to a Reapproved status waiting for the 'User' to review and repurchase and reprint the permit. Original fee will be voided and new fee applied to the Reapproved permit and will be reflected on the Customer Transaction Report.
HOLD	A permit will be put in HOLD status when the reviewing Agent (Permit, Bridge, Signal or Traffic) has questions regarding the permit or errors are present in identified data fields. The Agent will enter Comments explaining why the permit was placed on HOLD. The customer upon viewing the permit can 'click' the Off Hold function button, modify the permit and resubmit. The 'User' may also place permit on hold for any reason, i.e. load is not ready to move.
REJECTED	Permits can be rejected by any 'User' <u>prior to Validation</u> . 'User' can reject the selected permit by entering a Comment and 'clicking' on the 'Reject' button. A permit will stay in the rejected status for 30 days before it is purged from the system. No further action can be taken to a permit in a Rejected status other than Duplicate.

9.0 Purchasing the permit.

The OSOW Permit System forces a review of the permit before the purchase function can be performed. This ensures you agree with data entered by the 'User' or as modified by a DelDOT Agent. If permit, as displayed, is acceptable, you can 'click' on the Purchase button. Once the permit is purchased, no refunds are available.

When the permit appears as status APPROVED, MODAPPROVED, or REAPPROVED in the list of permits on the Main screen or as a result of a Search the permit may be Purchased. A purchased permit is place in a **VALIDATED** status.

A VALDIADTED permit can only be amended for reasons stated in paragraph **13. Amending a Validated permit.**, therefore, a decision should be made when to purchase the permit. An approved permit will remain dormant for 30 days during which it can be recalled and Modified and resubmitted for review and approval of new information.

A **Purchase Permit** screen will display that has a Payment Type dropdown box to choose type of payment as indicated below.

Purchase Permit screen displaying types of purchase options

Permit Number	Customer Name	Effective Date	Total Fee
003T2180723001	ABC TRUCKING COMPANY	07/23/2018	\$30.00

Payment Type

PURCHASE BY CREDIT CARD
 PURCHASE BY ELECTRONIC CHECK
 PURCHASE BY FUND

CONTINUE

9.1 Purchasing the permit by Fund Account.

If permit is to be purchased using the Fund Account select PURCHASE BY FUND as Payment Type and 'click' the Continue function button.

Purchase Permit screen displaying selected Payment Type

Permit Number	Customer Name	Effective Date	Total Fee
003T2180723001	ABC TRUCKING COMPANY	07/23/2018	\$30.00

Payment Type

PURCHASE BY FUND

CONTINUE

If sufficient funds **are available** in the Fund Account to cover the permit cost a screen will display as

Successful Purchase screen

The purchase was successful.

Permit Number	Customer Name	Effective Date	Total Fee	Status
003T2180723001	ABC TRUCKING COMPANY	07/23/2018	\$30.00	VALIDATED

PERMIT SEARCH PRINT PERMIT NEW PERMIT

Though other functions are available from this screen the most often used would be to print the permit. Refer to paragraph **10. Printing the purchased (Validated status) permit.** for details on printing a permit.

If sufficient funds **are not available** in the Fund Account to cover the permit cost a screen will display indicating the fund has Insufficient funds and the difference in the permit cost and Fund Account balance.

The following error(s) occurred:
Insufficient funds.

Permit Number	Customer Name	Effective Date	Total Fee
003T2180806001	ABC TRUCKING COMPANY	08/06/2018	\$3,540.00

Account Number	Balance
12243	\$642.00
DIFFERENCE: (\$2,898.00)	

Payment Type

PURCHASE BY FUND

ADD FUNDS CONTINUE

To satisfy the difference deposit an additional amount, funds can be deposited into the Fund Account by using the Add Funds function button. Select Payment Type PURCHASE BY FUND and 'click' the Add Funds button.

A **Create New Transaction** screen will display. A Transaction Type deposit, either Credit Card or Electronic Check, can be selected.

Create New Transaction screen

Transaction Type
Amount ⓘ

1 - DEPOSIT - CARD
2 - DEPOSIT - ELECTRONIC CHECK

Account Number 12243

BACK SUBMIT

NOTE: If you change your mind and want to purchase the permit by Credit Card or Electronic Check instead of by Fund Account go back to Main screen and start the purchase process over selecting a new method of payment and follow instructions below for type payment selected.

To continue with the **Purchase by Fund** option, select the Transaction Type for deposit of funds into the Fund Account. Upon selected of type 1 - DEPOSIT – CARD or 2 – DEPOSIT – ELECTRONIC CHECK ‘click’ a screen will display for type selected.

Fill in required data fields and ‘click’ the **Submit** button.

If an error occurs with your processing an error message similar to this will appear on top of the screen:

The following error(s) occurred:
Card expired.
Your credit card was not charged.
Please contact your bank for further information.

Correct the applicable data field or contact the card issuer and resubmit transaction.

Otherwise a **Confirmation Transaction** screen will display.

Confirmation Transaction screen

Company Name	ABC TRUCKING COMPANY		
Account Number	12243		
Amount	\$2500.00		
Transaction Type	DEPOSIT - CARD		

Credit Card Type	DISC	Card Holder Name	JOHN DOE
Card Number	****-****-****-6293	CVN	500
Card Expiration Date	10/2021	Billing Address	123 MAIN ST, SEAFORD, DE 19973

BACK SUBMIT

If information is correct 'click' the Submit button and the Purchase Permit screen will again display.

Purchase Permit screen

Permit Number	Customer Name	Effective Date	Total Fee
003T2180806001	ABC TRUCKING COMPANY	08/06/2018	\$3,540.00

Payment Type: PURCHASE BY FUND

[CONTINUE](#)

Select Payment Type PURCHASE BY FUND and 'click' Continue and system will display

Successful Purchase screen

The purchase was successful.

Permit Number	Customer Name	Effective Date	Total Fee	Status
003T2180806001	ABC TRUCKING COMPANY	08/06/2018	\$3540.00	VALIDATED

[PERMIT SEARCH](#) [PRINT PERMIT](#) [NEW PERMIT](#)

Though other functions are available from this screen the most often used would be to print the permit. Refer to paragraph **10. Printing the purchased (Validated status) permit.** for details on printing a permit.

9.2 Purchasing the permit by Credit Card.

If permit is to be purchased using a Credit Card select and 'click' on PURCHASE BY CREDIT CARD from the Payment Type dropdown box.

Purchase Permit screen

Permit Number	Customer Name	Effective Date	Total Fee
003T2180718001	ABC TRUCKING COMPANY	07/18/2018	\$30.00

Payment Type: PURCHASE BY CREDIT CARD
PURCHASE BY ELECTRONIC CHECK
PURCHASE BY FUND

[CONTINUE](#)

When the Credit Card payment type is selected the **Purchase Permit** screen will display with data fields applicable for Credit Card information.

Purchase Permit screen

Permit Number	Customer Name	Effective Date	Total Fee
003T2180718001	ABC TRUCKING COMPANY	07/18/2018	\$30.00

Payment Type

PURCHASE BY CREDIT CARD

Credit Card Type

Cardholder Name

Card Number

CVN

Card Expiration Date

01 - January

2018

Billing Address

Address

State

Please select a state

City

Zip/Postal Code

CONTINUE

Fill in required data fields and 'click' Continue. A **Successful Purchase** screen will display which can be printed a receipt for your records.

Successful Purchase screen

The purchase was successful.

Permit Number	Customer Name	Effective Date	Total Fee	Status
003T2180718001	ABC TRUCKING COMPANY	07/18/2018	\$30.00	VALIDATED

The PURCHASE BY CREDIT CARD was successful.
If you would like a receipt, for your records, please print by using the browser print icon or 'File' >> 'Print' menu item.

Transaction Number	897849	Transaction Date	08/06/2018 09:00	Account Number	12243
Amount	\$30.00	Payment Method	DISC *****6293	Bill To	JOHN DOE 123 MAIN ST SEAFORD, DE 19973

*This charge will appear on your credit card statement as "DE - Hauling Permits"

PERMIT SEARCH PRINT PERMIT NEW PERMIT

Though other functions are available from this screen the most often used would be to print the permit. Refer to paragraph **10. Printing the purchased (Validated status) permit.** for details on printing a permit.

9.3 Purchasing the permit by Electronic Check.

If permit is to be purchased using an Electronic Check select and 'click' on PURCHASE BY ELECTRONIC CHECK from the Payment Type dropdown box. Subsequent screens will display like those for Credit Card except will indicate Electronic Check.

10.0 Printing the purchased (Validated status) permit.

When 'User' has purchased the permit, you will be given the option to print the permit at that time. If you decide to delay the printing of the Validated permit, you can print at a later time. You would do this by searching for your validated permits, selecting the permit that you want to print, select 'View', view permit and 'click' on the 'Print' button.

11.0 Duplicating an existing permit.

Any permit that is entered into the application is available for duplication. This function allows you to duplicate all of the information associated with an existing permit for the purpose of requesting a new permit with slightly different information. In some cases, this function can save you significant keystrokes and increase your accuracy. To perform this function, you need to invoke the permit search function and request a permit(s). From the permit list screen, you can select a permit to be duplicated. Once you select a permit to be duplicated and 'click' on the 'Duplicate' button, the application will automatically take you to the first screen of the new permit function with all of the fields appropriately filled in. At this time, you can modify any of those fields or simply 'click' on the 'Submit' button. Upon this action, the application will take you to the second screen of the new permit function with all of the pertinent fields filled in with the information from the *duplicated* permit. When you 'click' the 'Submit' button, the application will save the permit into the application and display to you on the following screen, the permit number associated with your new permit.

12.0 Modifying an existing permit.

If you 'click' on the 'Modify Permit' button after selecting a permit from the list of search results, you will be presented with a screen that displays all of the information associated with the permit. From this screen, you can change the information in any of the modifiable fields. When you 'click' on the 'Submit' button, the application will verify that the business rules have passed and it will save the modified permit. Depending on the fields that were changed, the status of the permit will be changed to 'Pending Route', 'Pending Bridge', or 'Pending After Hours'.

13.0 Amending a Validated permit.

Only a DelDOT Permit Agent can amend a validated permit. The Customer must telephonically notify the Hauling Permit office on or before the expiration date to request an amendment of a Validated permit.

Only the following data fields may be amended:

License Number –

Power Unit License Number ([Due to breakdown](#))

Trailer License Number ([Due to breakdown](#))

Note: Can not amend both Power Unit and Trailer License Number on the same permit unless it is prior to effective date of permit.

Route –

(1). Route may be amended due to limitations of roadways as determined by DelDOT Highway Officials.

(2). Beginning and ending route (other than a beginning or terminal point within Delaware) may be amended if confirmed by bordering state DOT Highway Official.

Extension of Expiration Date

(1). [Due to breakdown](#) – The expiration date may be extended up to 3 days after date of expiration.

(2). Weather conditions or other natural causes – The expiration date may be amended to the next business day after expiration date that roadways are clear of weather conditions or other natural causes as determined by DelDOT Highway Officials.

14.0 Maintaining a Fund Account.

Only the Administrators of the account – [Company Admin](#) (Private Companies) and [Service Admin \(Permit Service\)](#) have applicable links on their screens that allow system to display current status of fund account info and ability to create reports. Instructions for specific functions were explained in preceding paragraphs.

14.1 Electronically deposit funds into Fund Account using **Credit Card** or **ACH** (Automated Clearing House) network. Instructions for using electronic fund deposits are provided below:

On the Main screen 'click' on the [Transactions](#) link. The Transaction screen will display.

Transaction screen

Search Criteria		Actions
Transaction Number	<input type="text"/>	CREATE NEW
Permit Number	<input type="text"/>	SEARCH
Transaction Type	<input type="text"/>	CLEAR SEARCH
Remittance Id	<input type="text"/>	

'Click' on the **Create New** function button under the Actions column and the Create New Transaction screen will display.

Create New Transaction screen

Transaction Type	<div>1 - DEPOSIT - CARD 2 - DEPOSIT - ELECTRONIC CHECK</div>	Account Number	<input type="text" value="12243"/>
Amount	<input type="text"/>		
		BACK	SUBMIT

When the Create New Transaction screen appears select **1 – DEPOSIT - CARD** or **2 – DEPOSIT – ELECTRONIC CHECK** from the Transaction Type dropdown box.


If **1 – DEPOSIT – CARD** is selected the following screen will display:

Transaction Type	<input type="text" value="1 - DEPOSIT - CARD"/>	Account Number	<input type="text" value="12243"/>
Amount	<input type="text"/>	Cardholder Name	<input type="text"/>
Credit Card Type	<input type="text"/>	CVN	<input type="text"/>
Card Number	<input type="text"/>		
Card Expiration Date	<input type="text" value="01 - January"/> <input type="text" value="2018"/>		
Billing Address			
Address		City	
<input type="text"/>		<input type="text"/>	
State		Zip/Postal Code	
<input type="text" value="Please select a state"/>		<input type="text"/>	
		BACK	SUBMIT

Complete the data fields with information applicable with the **Credit Card** you are using. When you verify information is correct and 'click' the **Submit** button a screen similar to this will display:

Company Name	ABC TRUCKING COMPANY		
Account Number	12243		
Amount	\$100.00		
Transaction Type	DEPOSIT - CARD		
Credit Card Type	DISC	Card Holder Name	JOHN DOE
Card Number	****.****.****-6293	CVN	500
Card Expiration Date	10/2021	Billing Address	123 MAIN ST, SEAFORD, DE 19973
		BACK	SUBMIT

When you are ready to complete the transaction 'click' the **Submit** button and a receipt screen will appear.

 The deposit via Credit Card was successful.
If you would like a receipt, for your records, please print by using the browser print icon or 'File' >> 'Print' menu item.

Transaction Number	897850
Transaction Date	08/06/2018 09:15
Account Number	12243
Amount	\$100.00
Payment Method	DISCOVER 6293
Bill To	JOHN DOE 123 MAIN ST SEAFORD, DE 19973

onclick="" /> [BACK TO OSOW HAULING PERMIT APPLICATION](#)

If an error occurs with your Credit Card processing an error message similar to this will appear on top of the Create New Transaction box:

The following error(s) occurred:
Card expired.
Your credit card was not charged.
Please contact your bank for further information.

Correct the applicable data field or contact the card issuer and resubmit transaction.

If **2 – DEPOSIT – ELECTRONIC CHECK** was selected the following screen will display:

Transaction Type	2 - DEPOSIT - ELECTRONIC CHECK	Account Number	12243
Amount			
Check Type	Personal		
First Name		Last Name	
Routing Number		Bank Account#	
Account Type	Checking		

Billing Address

Address

State

Please select a state

City

Zip/Postal Code

BACK

SUBMIT

Complete the data fields with information applicable with the Electronic Check you are using. When you verify information is correct and 'click' the **Submit** button a screen similar to this will display:

Company Name	ABC TRUCKING COMPANY
Account Number	12243
Amount	\$100.00
Transaction Type	DEPOSIT - ELECTRONIC CHECK

Check Type	PERSONAL	Check Writer's Name	JOHN DOE
Bank Account#	****6293	Routing Number	012345678
Account Type	CHECKING	Billing Address	123 MAIN ST, SEAFORD, DE 19973

BACK

SUBMIT

When you are ready to complete the transaction 'click' the **Submit** button and a receipt screen will appear.

i The deposit via Electronic Check was successful.
If you would like a receipt, for your records, please print by using the browser print icon or 'File' >> 'Print' menu item.

Transaction Number	897851
Transaction Date	08/06/2018 09:20
Account Number	12243
Amount	\$100.00
Payment Method	PERSONAL CHECK
Bank Account#	****6293
Routing Number	012345678
Bill To	JOHN DOE 123 MAIN ST SEAFORD, DE 19973

onclick="" />

BACK TO OSOW HAULING PERMIT APPLICATION

If an error occurs with your Electronic Check processing an error message similar to this will appear on top of the Create New Transaction box:

The following error(s) occurred:
Routing transit number (ABA) failed validation.
Your bank account was not charged.
Please contact your bank for further information.

Correct the applicable data field or contact the bank and resubmit transaction.

15.0 Close Online Account

To close online account 'click' on **HP Form 2 Fund Account Closure Application** located in the Forms link on login screen. Using instruction on the form complete and mail to the Hauling Permit Office. Application will be process and forwarded to the DelDOT Finance Department for reimbursement of any remaining funds in the Fund Account. Process may take 4-6 weeks from time of receipt.

ATTACHMENTS

STATE OF DELAWARE ESCORT REQUIREMENTS

EFFECTIVE JANUARY 1, 2014

LENGTH:	over 90'	REAR		
	at 100'	REAR	FRONT	
	at 120'	REAR	FRONT	DSP
WIDTH:	over 13'	REAR on mult-lane, FRONT on two lane		
	over 14'	REAR	FRONT	
	over 15'	REAR	FRONT	DSP
HEIGHT:	at 15'	REAR	FRONT	
	at 17' 6"	REAR	FRONT	DSP
WEIGHT:	over 120K lbs	REAR	FRONT	DSP
OVERHANG	at 15'	REAR		

SUPERLOAD CRITERIA

A move is considered a SUPERLOAD when any one of the following conditions apply:

Overall Length is at	120'
Overall Width is at	15'
Overall Height is at	15'
Weight is over	120, 000 lbs

<u>Overall Length</u>	Measurement from Power Unit front bumper to end of Trailer or load if rear overhang is present.
<u>Overall Width</u>	Width of the vehicle or load which ever is greater.
<u>Overall Height</u>	Measurement from road surface to top of vehicle or load which ever is greater.

LOAD CODES

Pages in this attachment display the different numbered **Load Codes** and data fields unique to them.

Load Codes (LC) are used to identify types of loads. .

Load Code Duration (Number of days available for movement). When a restricted state holiday falls within the original Effective and Expiration Dates the system will calculate a new Expiration Date.

Permit Load Code	Duration (Business days available for movement)
LC 1 (Oversize)	5 days
LC 2 (Overweight)	5 days
LC 3 (Superload)	5 days
LC 4 (Manufactured Housing)	5 days
LC 5 (Sealed Container)	5 days
LC 6 (Ship)	5 days
LC 7 (Pole & Piling)	30 days
LC 8 (Weight Registration)	Annual
LC 9 (Single Trip Interstate)	1 trip in a 5 day period
LC 10 (Multi Trip Interstate)	60 trip in a 1 year period (Which ever comes first)
LC 11 (Blanket Crane)	Annual
LC 12 (Twin Trailer)	30 days

Current cost associated with a DeIDOT Hauling Permit.

LC 1	\$30
LC 2	\$30 plus weight fee of \$10 for each 8000 pounds or portion thereof over legal GVW
LC 3	\$60 plus weight fee of \$10 for each 8000 pounds or portion thereof over legal GVW
LC 4	\$30
LC 5	\$30 plus weight fee of \$10 for each 8000 pounds or portion thereof over legal GVW
LC 6	\$900
LC 7	\$30
LC 8	\$100
LC 9	\$1
LC 10	\$60
LC 11	Varies – See paragraph 13 of the DeIDOT Policy and Procedures Manual
LC 12	\$300

LOAD CODE 1 SIZE

Customer Code		003T2	
Load Code		1-SIZE	
Power Unit Axles		2	
Trailer Axles		3	
NEXT			

Start Date	07/31/2018	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	1	Load Desc	DOZER	Pieces	1
Length (Ft-In)	60 0	Width (Ft-In)	10 0	Height (Ft-In)	13 6
Gross Weight	80000	Overhang Front (Ft-In)		Overhang Rear (Ft-In)	

Power Unit	License	State	Axles
	CL111520	DE	2
Trailer	TS33398	DE	3

Power Unit Axles		Trailer Axles		
1	2	1	2	3
Axle Weight	12000	17000	17000	17000
Axle Spacing (Ft-In)	18 0	25 0	4 6	4 6

Point of Entry	Please select a Point of Entry		From Address Map Link	
From Address		City		State
Point of Exit	Please select a Point of Exit		To Address Map Link	
To Address		City		State
Route				

Lowboy Trailer	<input type="checkbox"/>	After Hour Envelope Vehicle Move	<input type="checkbox"/>	After Hour Move (Other)	<input type="checkbox"/>
Comments					

SUBMIT

A Load Code 1 permit is a load that is **Oversize** but less than SUPERLOAD criteria and legal weight.

Exception – Certain types of vehicles may have over legal limit individual axle weight(s) but meet GVW. These vehicles will be entered as Load Code 1 with overweight axle data noted in the individual axle data fields.

LOAD CODE 2 WEIGHT

Customer Code	003T2		
Load Code	2-WEIGHT		
Power Unit Axles	2		
Trailer Axles	3		
NEXT			

Start Date	07/31/2018	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	2	Load Desc	DOZER	Pieces	1
Length (Ft-In)	60 0	Width (Ft-In)	10 0	Height (Ft-In)	13 6
Gross Weight	100000	Overhang Front (Ft-In)		Overhang Rear (Ft-In)	

Power Unit	License	State	Axles
	CL110507	DE	2
Trailer	T49148	DE	3

Power Unit Axles		Trailer Axles	
1	2	1	2
Axle Weight	12000	22000	22000
Axle Spacing (Ft-In)	18 0	25 0	4 6

Point of Entry	Please select a Point of Entry		From Address Map Link
From Address		City	
State	DE		
Point of Exit	Please select a Point of Exit		To Address Map Link
To Address		City	
State	DE		
Route			

Lowboy Trailer	<input type="checkbox"/>	After Hour Envelope Vehicle Move	<input type="checkbox"/>	After Hour Move (Other)	<input type="checkbox"/>
Comments					

SUBMIT

A Load Code 2 permit is a load that is **over legal weight**: 2 axles = 40K lbs.; 3 axles = 65K lbs.; 4 axles = 73280 lbs.; 5 or more axles = 80K lbs. **(NOTE: GVW over 120000 lbs should be entered as Load Code 3).**

Load may be oversize but under limits of Load Code 3 – SUPERLOAD.

LOAD CODE 3 Load Desc OTHER

Customer Code		003T2	
Load Code		3-SUPER LOAD	
Power Unit Axles		2	
Trailer Axles		3	
Load Desc		OTHER	
NEXT			

Start Date	07/31/2018	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	3	Load Desc	DOZER	Pieces	1
Length (Ft-In)	60 0	Width (Ft-In)	15 0	Height (Ft-In)	13 6
Gross Weight	100000	Overhang Front (Ft-In)		Overhang Rear (Ft-In)	

Power Unit	License	CL114135	State	DE	Axles	2
Trailer	License	T29977	State	DE	Axles	3

Power Unit Axles		Trailer Axles	
1	2	1	2
Axle Weight	12000	22000	22000
Axle Spacing (Ft-In)	18 0	25 0	4 6

Point of Entry	Please select a Point of Entry	From Address Map Link
From Address		City
Point of Exit	Please select a Point of Exit	To Address Map Link
To Address		City
Route		

Lowboy Trailer	<input type="checkbox"/>	After Hour Envelope Vehicle Move	<input type="checkbox"/>	After Hour Move (Other)	<input type="checkbox"/>
Comments					

SUBMIT

A Load Code 3 permit is a load referred to as a **SUPERLOAD**. A load that is at 120' long or at 15' wide or at 15' high or over 120,000 lbs.

When this code is selected the screen will refresh and display a **Load Desc** drop down box, which further details the load as a **Manufactured Home**, **Office Trailer** or **Other** load having Superload criteria.

Load Desc **OTHER** will be used for all loads not a **Manufactured Home** or **Office Trailer**.

LOAD CODE 3 Load Desc MANUFACTURED HOME

Customer Code		003T2	
Load Code		3-SUPER LOAD ▼	
Power Unit Axles		3	
Trailer Axles		2	
Load Desc		MANUFACTURED HOME ▼	
NEXT			

Start Date	07/31/2018 ⓘ	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	3	Load Desc	MANUFACTURED HOME	Pieces	1
Year	2015	Make	MANUFACTURED HOME ⓘ	Serial Number	MH1234567
Length (Ft-In)	120 0 ⓘ	Width (Ft-In)	14 0 ⓘ	Height (Ft-In)	13 6 ⓘ
Gross Weight	80000	Overhang Front (Ft-In)	0 0 ⓘ	Overhang Rear (Ft-In)	0 0 ⓘ

Power Unit	License	CL103842	State	DE ▼	Axles	3
Trailer	License	T107663	State	DE ▼	Axles	2

Power Unit Axles ⓘ		Trailer Axles ⓘ	
1	2	3	2
Axle Weight	12000	17000	17000
Axle Spacing (Ft-In)	25 0	4 6	35 0

Point of Entry ⓘ	Please select a Point of Entry ▼	From Address Map Link
From Address ⓘ		City
Point of Exit ⓘ	Please select a Point of Exit ▼	To Address Map Link
To Address ⓘ		City
Route ⓘ		

Lowboy Trailer	<input type="checkbox"/>	After Hour Envelope Vehicle Move	<input type="checkbox"/>	After Hour Move (Other)	<input type="checkbox"/>
Comments ⓘ					

SUBMIT

A Load Code 3 permit is a load referred to as a **SUPERLOAD**. A load that is at 120' long or at 15' wide or at 15' high or over 120,000 lbs.

When this code is selected the screen will refresh and display a **Load Desc** drop down box, which further details the load as a **Manufactured Home**, **Office Trailer** or **Other** load having Superload criteria.

Load Desc **MANUFACTURED HOME** will be used only for Manufactured Homes.

LOAD CODE 3 Load Desc OFFICE TRAILER

Customer Code		003T2	
Load Code		3-SUPER LOAD	
Power Unit Axles		3	
Trailer Axles		2	
Load Desc		OFFICE TRAILER	
NEXT			

Start Date	07/31/2018	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	3	Load Desc	OFFICE TRAILER	Pieces	1
Year	2015	Make	MOBILE OFFICE	Serial Number	MO1234567
Length (Ft-In)	80 0	Width (Ft-In)	15 0	Height (Ft-In)	13 6
Gross Weight	80000	Overhang Front (Ft-In)		Overhang Rear (Ft-In)	

Power Unit	License	State	Axles
	CL103714	DE	3
Trailer	T11387	DE	2

Power Unit Axles			Trailer Axles		
1	2	3	1	2	
Axle Weight	12000	17000	17000	17000	17000
Axle Spacing (Ft-In)	18 0	4 6	30 0	4 6	

Point of Entry	Please select a Point of Entry		From Address Map Link	
From Address		City		State DE
Point of Exit	Please select a Point of Exit		To Address Map Link	
To Address		City		State DE
Route				

Lowboy Trailer	<input type="checkbox"/>	After Hour Envelope Vehicle Move	<input type="checkbox"/>	After Hour Move (Other)	<input type="checkbox"/>
Comments					

SUBMIT

A Load Code 3 permit is a load referred to as a **SUPERLOAD**. A load that is at 120' long **or** at 15' wide **or** at 15' high **or** over 120,000 lbs.

When this code is selected the screen will refresh and display a **Load Desc** drop down box, which further details the load as a **Manufactured Home**, **Office Trailer** or **Other** load having Superload criteria.

Load Desc **OFFICE TRAILER** will be used only for Office Trailers.

LOAD CODE 4 MANUFACTURED HOME

Customer Code	003T2
Load Code	4-MNFD HOME ▼
Power Unit Axles	<input style="width: 50px;" type="text" value="2"/>
Trailer Axles	<input style="width: 50px;" type="text" value="3"/>
<div style="background-color: #009688; color: white; padding: 10px 20px; display: inline-block; border-radius: 5px;">NEXT</div>	

Start Date	<input style="width: 100px;" type="text" value="07/31/2018"/>	USDOT	<input style="width: 100px;" type="text" value="24-457899"/>	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	4	Pieces	1	Serial Number	<input style="width: 150px;" type="text" value="MH123456789"/>
Year	<input style="width: 50px;" type="text" value="2015"/>	Make	<input style="width: 100px;" type="text" value="REDMAN"/>	Height (Ft-In)	<input style="width: 50px;" type="text" value="13"/> <input style="width: 50px;" type="text" value="6"/>
Length (Ft-In)	<input style="width: 50px;" type="text" value="60"/> <input style="width: 50px;" type="text" value="0"/>	Width (Ft-In)	<input style="width: 50px;" type="text" value="12"/> <input style="width: 50px;" type="text" value="0"/>	Overhang Rear (Ft-In)	<input style="width: 50px;" type="text" value=""/> <input style="width: 50px;" type="text" value=""/>
Gross Weight	<input style="width: 100px;" type="text" value="56000"/>	Overhang Front (Ft-In)	<input style="width: 50px;" type="text" value=""/> <input style="width: 50px;" type="text" value=""/>		

Power Unit	License	State	Axles
	<input style="width: 150px;" type="text" value="CL112456"/>	<input style="width: 50px;" type="text" value="DE"/>	2
Trailer	<input style="width: 150px;" type="text" value="T66721"/>	<input style="width: 50px;" type="text" value="DE"/>	3

Power Unit Axles	Trailer Axles
<div style="display: flex; justify-content: space-around;"> <div>1 <input style="width: 50px;" type="text" value="8000"/></div> <div>2 <input style="width: 50px;" type="text" value="12000"/></div> </div>	<div style="display: flex; justify-content: space-around;"> <div>1 <input style="width: 50px;" type="text" value="12000"/></div> <div>2 <input style="width: 50px;" type="text" value="12000"/></div> <div>3 <input style="width: 50px;" type="text" value="12000"/></div> </div>
<div style="display: flex; justify-content: space-around;"> <div><input style="width: 50px;" type="text" value="18"/> <input style="width: 50px;" type="text" value="0"/></div> <div><input style="width: 50px;" type="text" value="20"/> <input style="width: 50px;" type="text" value="0"/></div> </div>	<div style="display: flex; justify-content: space-around;"> <div><input style="width: 50px;" type="text" value="4"/> <input style="width: 50px;" type="text" value="6"/></div> <div><input style="width: 50px;" type="text" value="4"/> <input style="width: 50px;" type="text" value="6"/></div> </div>

Point of Entry	From Address Map Link
<input style="width: 100px;" type="text" value="Please select a Point of Entry"/>	
From Address	City
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
State	<input style="width: 50px;" type="text" value="DE"/>
Point of Exit	To Address Map Link
<input style="width: 100px;" type="text" value="Please select a Point of Exit"/>	
To Address	City
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
State	<input style="width: 50px;" type="text" value="DE"/>
Route	<input style="width: 450px;" type="text"/>

Lowboy Trailer ☐

Comments

After Hour Envelope Vehicle Move ☐

After Hour Move (Other) ☐

SUBMIT

A Load Code 4 permit is for Manufactured Housing (Mobile Home) or Office Trailer unless it meets Superload criteria.

NOTE: If load is Manufactured Housing frames or carriers resubmit as Load Code 1.

LOAD CODE 5 SEALED CONTAINER

Customer Code

003T2

Load Code

5-SEALED CONTAINER ▼

Power Unit Axles

3

Trailer Axles

2

NEXT

Start Date ⓘ
 Name
 State

USDOT
 Address
 Zip

Customer Code
 City
 Phone

Load Code
 Length (Ft-In) ⓘ
 Gross Weight

To or From Port ⓘ
 Width (Ft-In) ⓘ
 Overhang Front (Ft-In) ⓘ

Seal Number Pieces
 Height (Ft-In) ⓘ
 Overhang Rear (Ft-In) ⓘ

Power Unit

 License

State

Axles

Trailer

 License

State

Axles

Power Unit Axles ⓘ

1
Axle Weight
Axle Spacing (Ft-In)

2
Axle Weight
Axle Spacing (Ft-In)

3
Axle Weight
Axle Spacing (Ft-In)

Trailer Axles ⓘ

1
Axle Weight
Axle Spacing (Ft-In)

2
Axle Weight
Axle Spacing (Ft-In)

Point of Entry ⓘ

From Address Map Link

City
 State

Point of Exit ⓘ

To Address Map Link

City
 State

Route ⓘ

Lowboy Trailer

☐

Comments ⓘ

SUBMIT

A Load Code 5 permit is a Sealed Container move. A divisible load of containerized cargo sealed with a custom seal moving from or to a Port. Maximum GVW is 100000 lbs.

LOAD CODE 6 SHIP

Customer Code	003T2				
Load Code	<div>6-SHIP</div>				
Power Unit Axles	<div>2</div>				
Trailer Axles	<div>3</div>				
<div>NEXT</div>					

Start Date	<div>07/31/2018</div>	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	6	Ship Name	<div>CLIPPER</div>	Commodity	<div>STEEL COILS</div>
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Comments

SUBMIT

A Load Code 6 permit is a Ship permit used for unloading a ship within a two-mile radius of the Port of Wilmington.

Permit is not truck / trailer specific, however, a copy of permit is to be carried with load.

LOAD CODE 7 POLE

Customer Code	003T2		
Load Code	7-POLE ▼		
Power Unit Axles	2		
Trailer Axles	3		
NEXT			

Start Date	07/31/2018	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	7	Load Desc	Pole/Piling/Mill Stock
Length (Ft-In)	84 11		

	License	State	Axles
Power Unit	CL103842	DE ▼	2

[CANCEL](#)
[APPROVE](#)

A Load Code 7 permit is a load of Pole/Piling/Millstock. Also concrete/steel beams/columns, etc

NOTE: The following Special Provision will display on the permit indicating Escort requirement determined by Length entered on permit application:

ESCORT REQUIREMENT: WHEN OVERALL LENGTH (POWER UNIT FRONT BUMPER TO END OF TRAILER OR LOAD, WHICHEVER IS GREATER) IS FROM 85 FEET TO LESS THAN 100 FEET - 1 REAR ESCORT, AT 100 FEET TO LESS THAN 120 FEET- 1 REAR AND 1 FRONT ESCORT, AT 120 FEET OR GREATER - 1 REAR, 1 FRONT AND 1 DSP ESCORT. A REAR ESCORT WILL BE REQUIRED AT ANY LENGTH WHEN REAR OVERHANG IS 15 FEET OR LONGER. REAR OVERHANG SHALL NOT COME IN CONTACT WITH ROAD SURFACE DURING MOVEMENT. WHEN MOVEMENT UNDER THIS PERMIT INCLUDES TRAVEL ON FEDERAL INTERSTATE HIGHWAYS OR US NUMBERED ROUTES, TRAILER LENGTH LIMITS ESTABLISHED UNDER TITLE 21, CHAPTER 45, SECTION 4503 SHALL NOT APPLY.

LOAD CODE 8 ANNUAL WEIGHT REGISTRATION

Customer Code	003T2		
Load Code	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> 8-ANNUAL ▼ </div>		
Power Unit Axles	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 3 </div>		
Trailer Axles	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 0 </div>		
<div style="background-color: #00a0c0; color: white; padding: 10px 20px; border-radius: 5px; display: inline-block; cursor: pointer;">NEXT</div>			

Start Date	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 07/31/2018 <div style="background-color: #00a0c0; color: white; padding: 0 5px; font-size: 0.8em;"> 0 </div> </div>	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	8	Load Desc	Annual Weight Registration Fee
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	License	State	Axles
Power Unit	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> CL111303 X </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> DE ▼ </div>	3

Comments

SUBMIT

A Load Code 8 permit is an Annual Weight Registration Fee. Permit will allow a 3 axle single vehicle w/GVW of 65K lbs to move with 70K GWV when hauling construction or agricultural loads.

This permit type has been deleted. See the Motor Carrier section to modify vehicle GVW.

LOAD CODE 9 SINGLE TRIP INTERSTATE

Customer Code

003T2

Load Code

9-SINGLE TRIP IS ▼

Power Unit Axles

Trailer Axles

NEXT

Start Date 📅

07/31/2018
...

Name

ABC TRUCKING COMPANY

State

DE

USDOT

24-457899

Address

123 MAIN ST

Zip

19973

Customer Code

003T2

City

SEAFORD

Phone

(302)555-5656

Load Code

9

Load Desc

Single Trip Interstate

Number of Permits

1
...

Payment Type

PURCHASE BY FUND
▼

CONTINUE

A Load Code 9 permit is a Single Trip Interstate permit. Used for 3 or 4 axle single vehicles that exceed the Federal Bridge Formula when on the Interstate road system.

Power Unit Axles data field on first screen can be left blank as system will default to 3.

Trailer Axles data field on first screen should be left blank.

Permit is valid for 1 Trip in a 5 day period.

LOAD CODE 10 MULT TRIP INTERSTATE

Customer Code	003T2
Load Code	10-MULTIPLE TRIP IS ▼
Power Unit Axles	<input style="width: 100%;" type="text"/>
Trailer Axles	<input style="width: 100%;" type="text"/>
<div style="background-color: #00a0c0; color: white; padding: 10px 20px; display: inline-block; border-radius: 5px;">NEXT</div>	

Start Date ?	<input style="width: 100%;" type="text" value="10/31/2018"/> x	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656
Load Code	10	Load Desc	Multi-Trip Interstate		
Number of Permits	<input style="width: 100%;" type="text" value="1"/>	Payment Type	PURCHASE BY FUND ▼		
<div style="background-color: #00a0c0; color: white; padding: 10px 20px; display: inline-block; border-radius: 5px;">CONTINUE</div>					

A Load Code 10 permit is a 60 Single Trip Interstate permit used for 3 or 4 axle single vehicles that exceed the Federal Bridge Formula when on the Interstate road system.

Permit is a single page with a trip log on face of permit used to record 60 Single Trip in a 1 year period (Permit will expire after 60 trip or 1 year – which ever comes first)

Power Unit Axles data field on first screen can be left blank as system will default to 3.

Trailer Axles data field on first screen should be left blank.

LOAD CODE 11 BLANKET CRANE

Customer Code	003T2		
Load Code	11-CRANE ▼		
Power Unit Axles	<input type="text" value="3"/>		
Trailer Axles	<input type="text" value="0"/>		
<div style="background-color: #00a0e3; color: white; padding: 10px; display: inline-block; border-radius: 5px;">NEXT</div>			

Start Date	<input type="text" value="07/31/2018"/> ?	USDOT	<input type="text" value="24-457899"/>	Customer Code	<input type="text" value="003T2"/>
Name	<input type="text" value="ABC TRUCKING COMPANY"/>	Address	<input type="text" value="123 MAIN ST"/>	City	<input type="text" value="SEAFORD"/>
State	<input type="text" value="DE"/>	Zip	<input type="text" value="19973"/>	Phone	<input type="text" value="(302)555-5656"/>

Load Code	<input type="text" value="11"/>	Description	<input type="text" value="ANNUAL CRANE PERMIT"/>		
Year	<input type="text" value="1999"/>	Make	<input type="text" value="GROVE"/>	Serial Number	<input type="text" value="123456789"/>
Length (Ft-In)	<input type="text" value="40"/> <input type="text" value="0"/> ?	Width (Ft-In)	<input type="text" value="12"/> <input type="text" value="0"/> ?	Height (Ft-In)	<input type="text" value="L"/> <input type="text" value=""/> ?
Gross Weight	<input type="text" value="60000"/>	Overhang Front (Ft-In)	<input type="text" value="3"/> <input type="text" value="0"/> ?	Overhang Rear (Ft-In)	<input type="text" value="6"/> <input type="text" value="0"/> ?

License	State	Axles
Power Unit <input type="text" value="CL11212"/>	<input type="text" value="DE"/> ▼	<input type="text" value="3"/>

	Power Unit Axles ?	
	1	2
Axle Weight	<input type="text" value="20000"/>	<input type="text" value="20000"/>
Axle Spacing (Ft-In)	<input type="text" value="15"/> <input type="text" value="0"/>	<input type="text" value="6"/> <input type="text" value="0"/>
		3
		<input type="text" value="20000"/>

Comments ?

SUBMIT

A Load Code 11 permit is an annual Crane (Blanket Permit) See section 3.2.1.11 Load Code 11 Blanket Crane 13 in the DeIDOT Policy and Procedures Manual for details

**LOAD CODE 12
MULT TRIP TWIN BOTTM TRAILER**

Customer Code	003T2		
Load Code	12-MULTI-TRIP TWIN TRL ▾		
Power Unit Axles	<input type="text"/>		
Trailer Axles	<input type="text"/>		
<input type="button" value="NEXT"/>			

Start Date	<input type="text" value="07/31/2018"/> ⓘ	USDOT	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-5656

Load Code	12	Load Desc	Multi-Trip Truck Tractor - Twin Trailer	Pieces	<input type="text" value="1"/>
Length (Ft-In)	<input type="text" value="L"/> ⓘ	Width (Ft-In)	<input type="text" value="L"/> ⓘ	Height (Ft-In)	<input type="text" value="L"/> ⓘ
Gross Weight	<input type="text" value="L"/>	Overhang Front (Ft-In)	<input type="text"/> ⓘ	Overhang Rear (Ft-In)	<input type="text"/> ⓘ

Route ⓘ

Comments ⓘ

A Load Code 12 permit is a load Mult-Trip Twin Trailer

As load is not Oversize or Overweight Power Unit Axles and Trailer Axles data field can be left blank.